

approved  
4-9-07

The next meeting of the Franklin County Library Board is Monday April ninth at 10:00 am in the meeting room of the Lavonia library. The proposed agenda is; Call to order, Approve minutes of last meeting, Public comment, Adopt agenda, Financial report: Director, Director's report, Local reports: Royston and Lavonia, Old Business, New business, Adjourn

## Minutes of the Franklin County Library Board

Regular quarterly meeting of January 8<sup>th</sup> 2007

In attendance: Ms. Gothard, Mr. Mathis, Mr. Miller, Ms. Shoemaker, and Ms. Sorrow. Ms. Ames and Ms. Atwood represented the regional system and Ms. Chitwood and Ms. LeCroy represented the branch libraries.

10:05 Ms. Shoemaker called the meeting to order. Mr. Mathis pointed out that the Lavonia Friends sponsored Fun Run had taken in more than \$2500 and that the minutes of the October meeting should be corrected. Mr. Miller moved that the October minutes be accepted with that amendment. Mr. Mathis seconded and the motion passed. Mr. Mathis moved, and Ms. Gothard seconded a motion to approve the meeting agenda. The motion passed.

Financial report: Ms. Ames stated that the cities of Lavonia and Royston were only going to provide \$8000 and \$15500 respectively. The resulting shortfall, make fines and fees more crucial and will necessitate a zero computer replacement budget. We will hope that the State will step in to help with the computers. The E-rate passed for the year, which will help, but there is still a need to amend the budget to reflect actual funding. Mr. Miller moved and Ms. Sorrow seconded a motion to amend the budget. The motion passed. Ms. Ames will check on the \$600 that does not appear on the budget from the city of Cannon. The charge for fax services will be re-evaluated based on the amount of use. Current charges are \$1 local and \$1.50 long distance.

Karen Wheat, the designer working on the SPLOST funded renovations for the libraries, invoiced Lavonia for 40% of her services, which upset them. We need to present the project to the city for approval so that they are informed of it's status. Ms. Gothard, Ms. Shoemaker, and Mr. Miller agreed to form a subcommittee to meet and talk with them.

Ms. Ames said State construction money was going to become available in the future with a 90/10 split for the first million and 50/50 for up to two additional million dollars. Library space averages about \$200 per square foot and Franklin County should have 12,000 ft of library space based on the standards. We should try to evaluate our needs and the direction we should go to utilize the possible funding.

The Joshua law, which requires drivers Ed classes for 16 year old drivers license applicants, has created a need for those students to have access to computer terminals. The State has approached the library system about supplying two computer setups per branch, to provide access. Feb 13<sup>th</sup> will be library day at the capital. Ms. Ames said two of the goals are to continue last years 2 mill "buck for books" funding and get an additional 2 mill, as well as push for uniform auditing.

Ms. Atwood announced that the outreach person hired in October has left and they are starting a new search for a replacement.

Local Reports: Ms. Chitwood reports that Linda who works in Royston for 10 hours a week has resigned and the position will need to be filled. The Vacation reading program for 2007 will be "Reading takes you everywhere". The Royston Friends have funded the \$500 needed for the program. The AARP will be using the McConnel room for tax help for seniors. The Tugaloo Arts Guild will be putting on a display, and will hold a "meet the artist" session. The libraries janitorial supply budget was used up and Rosie transferred money from other lines to cover it. She looked up figures for past and current library usage, which showed an enormous increase in facility use, making it no wonder that janitorial supplies were being used at an increased rate. The street sign is very nice and serves it's informational purpose well. The city of Royston wants budget input by March.

Ms. LeCroy attended a discussion of methods to improve story time with Gail Firestone. The Lavonia Friends have agreed to buy a book for each child that completes their summer reading program category and writes a report. The Friends also provided the \$500 needed for the Lavonia program, and purchased a collection of CDs and will be providing up to 50 large print books.

The Board needs to form a financial committee to establish budgetary guidelines especially for Royston where the city is asking for a firm budget. They will also need to set budgetary goals for the libraries. Mamie from the regional library will help them get set up. An alternative to a committee would be a called meeting in mid February. Ms. Chitwood will assess her libraries needs and Ms. Shoemaker will call the board members to set up the meeting. The meeting will probably be February 19<sup>th</sup> in Royston.

11:14 meeting adjourned

Donna

The next meeting of the Franklin County Library Board is scheduled for 10:00 am Monday October 8<sup>th</sup> in the meeting room of the Lavonia library. The proposed agenda is: to be announced

## Minutes of the Franklin County Library Board

Regular quarterly meeting of July 9<sup>th</sup> 2007

In attendance; Ms. Shoemaker, Ms. Sorrow, and Mr. Miller. Ms. Ames represented the regional system, and Ms. Chitwood and Ms. LeCroy represented the branch libraries.

Meeting called to order at 10:07: Financial report; The libraries have received 92% of the budgeted money and have held spending also to 92% of budget. Unspent money transferred to the reserve fund can be held over for the next year. July begins the new budget year and we have not received word about any of the hoped for funding increases. Royston has left it open for us to request more funding at a later date, while the Board of Education did not give any additional funds. Mr. Miller suggested that we contact Mr. Ginn at the County Commission and that we contact the city of Lavonia when their budget is up at the calendar year. Lavonia has indicated that it would like to use SPLOST money on structural projects. Ms. Ames will look into an article featuring Carnegie libraries as a way to publicize the Lavonia library. Ms. LeCroy stated that the Lavonia library opened in 1911 and the grant was issued in 1909. A birthday party for the library would provide good publicity. It may be possible to get work done on the libraries by leveraging grant money with the existing funds.

Ms. Donna Brumley will be replacing Judy Atwood as the extension person, and will help to arrange expenditures from the gift accounts. For the time being we will use the budget as it stood last year. A help with staying on financial track is that employee health costs increased 6% instead of the 16% that was expected.

The drivers ed. Initiative by the state will provide two new computers along with tables, wiring, etc. The new user load may require a change to the computer use policy. Each library received \$1308. State funding is nearly the same as last year at 53.5 cents per capita. On November 16 in Decatur there will be a symposium on advocacy with local funding agencies, featuring Stephanie Vance.

Royston report: Royston will be getting two new computers in addition to the Gates and drivers ed computers. They will probably be used to replace the old Gateways that patrons avoid because of how slow they are. Volunteers were a huge help in Royston over the summer. The computers are in high demand and require effort to keep them turning over in a fair manner.

Lavonia may need time management software to help clear the computers for new patrons after an hour of use. A new computer, routing switch and printer are scheduled for installation. DVDs are very popular at both libraries and may be purchased with materials money along with books on tape.

Old business: Ms. Ashworth's term on the board has expired. Ms. Shoemaker would like to represent the Board of Education instead of the city of Royston. Ms. Shoemaker has some possibilities for a replacement as rep for Royston. Mr. Ginn, Mr. Miller, Ms. Shoemaker, Ms. Sorrow, and Mr. Slaton are the only members eligible to stay on with the board. Ms. Ames suggested that the Friends groups be solicited for nominations. Members must reside in the county and be appointed as a representative by one of the funding entities. Ms. Ames will contact the newspaper and place an ad asking for candidates. Ms. Shoemaker and Ms. Sorrow will contact applicants from the Royston branch and Mr. Miller will do the same in Lavonia. Young people and minorities need to be encouraged to apply, including college students. The applicants will need to be presented to the funding agencies for approval in September, in order to be on the board by the next meeting.

The MRR grant can be sought for repairs and renovations. It is a 50/50 match where the match can be made with SPLOST funds. This would be a good match for the needed roof repairs in Royston. The plans are to repair the roof, replace carpet and paint at the Royston branch. The carpet bid was \$26 per yard for 100 yards of carpet. There will need to be an updated bid and to ask for a price to redo the entire roof rather than just patch. The sooner arrangements can be made the better. Lavonia does not have a current renovation project other than repairs to the foundation and sub structure. It was suggested that Gary Fesperman be asked if there were projects that would qualify for grant money.

The reduced membership on the board qualifies the attending members as a quorum. Mr. Miller moved and Ms. Shoemaker seconded that the minutes of the last meeting be approved. Motion passed. Mr. Miller moved and Ms. Sorrow seconded that the agenda be approved as modified. Motion Passed. The next meeting will be the 8<sup>th</sup> of October in Lavonia. Ms. Shoemaker moved to adjourn, Ms. Sorrow seconded. Motion passed, meeting adjourned at 11:35.

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Post-it® Fax Note	7671	Date	10/17/07	# of pages	1
To	Donna Brumby	From	Finn	Co.	Lavonia
Co./Dept.		Phone #		Fax #	

**Minutes of the Franklin County Library Board**  
Regular quarterly meeting – Monday, October 2, 2007

Attending

Members: Ed Bowns, Teresa Crawford, Kasie Freeman, Sid Ginn, Wayne Miller, Rita Shoemaker, Rachel Sorrow

Regional Library Representatives: Kathryn Ames, Donna Brumby, Rosie Chitwood, Emma LeCroy

Chairperson Shoemaker called the meeting to order and passed out agendas. Each person introduced him/her self to the group. New members included Kasie Freeman, Teresa Crawford and Ed Bowns.

The minutes of the previous meeting (July 9, 2007) were approved as submitted.

Donna Brumby volunteered to take notes of the meeting, to be passed along to the person selected to become Secretary.

There were no public comments.

Kathryn Ames delivered the Director's report:

- Ms. Ames went over the financial report (attached). She noted that Carnesville is current with its financial commitment for FY08 and that Lavonia is paid up for the remainder of its fiscal year (which varies from that of ARLS). The cities have all been billed for their FY08 commitments. She explained that the Insurance expenditure covers bonding the Library Board and that in the Fund Equity the vacation pay reserve is required by the Library's auditor and the month's operating amount is required by the state. Ms. Ames offered to bring more specific on particular expenditure lines any time so requested by the Board.
- Ms. Ames announced Major Repair and Renovation grants awarded to Royston Public Library, distributed a copy of a letter of thanks from State Librarian Lamar Veatch to State Senator Bill Cowser and asked the Board members to consider drafting their own letters of thanks and/or mentions of possible future Franklin County library needs.
- Other handouts from Ms. Ames included Governor Perdue's recent commendation in recognition of Friends of Georgia Libraries; an agenda for the Athens Regional Library System's recent Staff Development Day "Web 2.0 – The Way to Go;" and an announcement of a Friends of Georgia Libraries training session, "Grassroots Advocacy: Shaking the Money Tree," to be presented at the Decatur Library on November 16. ARLS will pay the registration fee of any Library Board member who would like to attend this session.
- Ms. Ames handed out a reminder from Lamar Veatch concerning Georgia's Open Meetings Law and reminded the group that at least an

Funding requests – The group discussed upcoming opportunities for making requests for increased funding to local funding bodies. Ms. Shoemaker will gather and share with the Board information about the fiscal years and funding meetings for all local funding agencies. Ms. Ames will ask the ARLS business officer to figure out how much increase would be needed in order to staff Royston and Lavonia with at least two staff people during all open hours. Mr. Miller will go to the Lavonia commissioners to request a funding increase for Lavonia-Carnegie.

Board information – Ms. Ames will send each of the new members of the Board a membership folder of information and will send each member copies of the Board's Constitution and By-laws and a membership roster.

The meeting was adjourned.

The next meeting of the Franklin County Library Board will be held on Monday, January 14, 2008. *(Where?)*